

How to submit a **NEGOTIATION** in Iowa Grants

- Your GTSB Program Administrator may negotiate a grant component back to you for various reasons (ex – need additional supporting documentation, OT shift hours incorrect) When this happens, you will be notified via email from Iowa Grants and the subject will say Contract Negotiation and the body of the email will notify you of what needs attention.
- Go to www.iowagrants.gov and log in
- Click on **My Grants** and then select grant for current fiscal year
- Click on the grant component requiring corrections (Status Reports or Claims – reference email)

Grant/Project Components	
Component	Last Edited
General Information	10/02/2020
Claims	
Status Reports	
Correspondence	
Contract Amendments	
Site Visits	
Agency Information	09/30/2020
Program Documents	
Budget non-STEP	09/30/2020
Opportunity	-
Application	-

- Then click on the ID number that says **Correcting** in the Status column

Grant/Project: 374603 - Mayberry Police Department - 2021						
Status: Underway						
Program Area: GTSB Test Program						
Grantee Organization: Grant Testing, Department of						
Program Officer: Regina Sterbenz						
Awarded Amount: \$69,100.00						

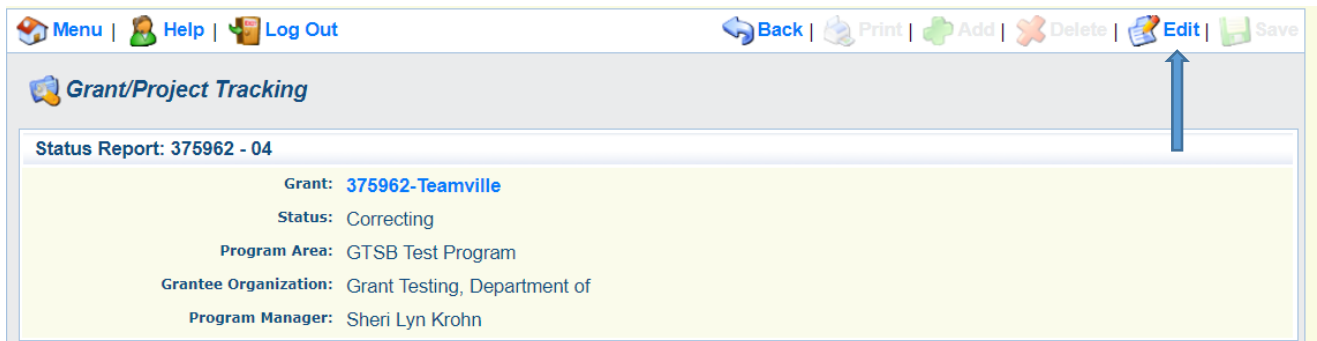
Claims						
ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
374603 - 001	Reimbursement	Correcting	09/24/2020		10/01/2020 - 10/31/2020	\$6,616.37
					Submitted Amount	\$0.00
					Approved Amount	\$0.00
					Paid Total	\$0.00
					Total	\$6,616.37

Last Edited By:

- The sections that need correcting will no longer have a check box in the Complete? column

Components			Preview Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	09/22/2020	
Overtime Spreadsheet		09/24/2020	
Total Reimbursement		09/24/2020	

- To make your corrections, click on the blue font section that you need to edit.
- Click **Edit** in the upper right hand corner



Menu | Help | Log Out

Back | Print | Add | Delete | **Edit** | Save

Grant/Project Tracking

Status Report: 375962 - 04

Grant: [375962-Teamville](#)

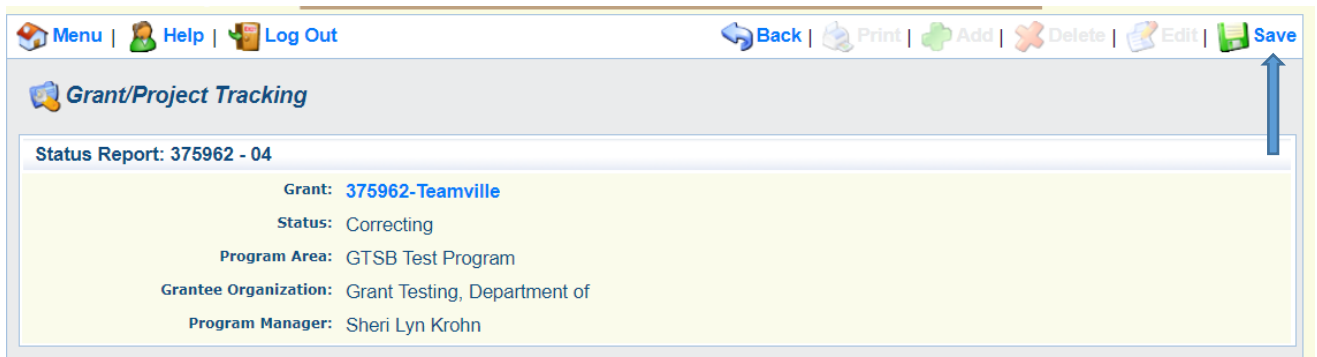
Status: Correcting

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Sheri Lyn Krohn

- Make the necessary changes
- Click on **Save** when you are finished with edits



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | **Save**

Grant/Project Tracking

Status Report: 375962 - 04

Grant: [375962-Teamville](#)

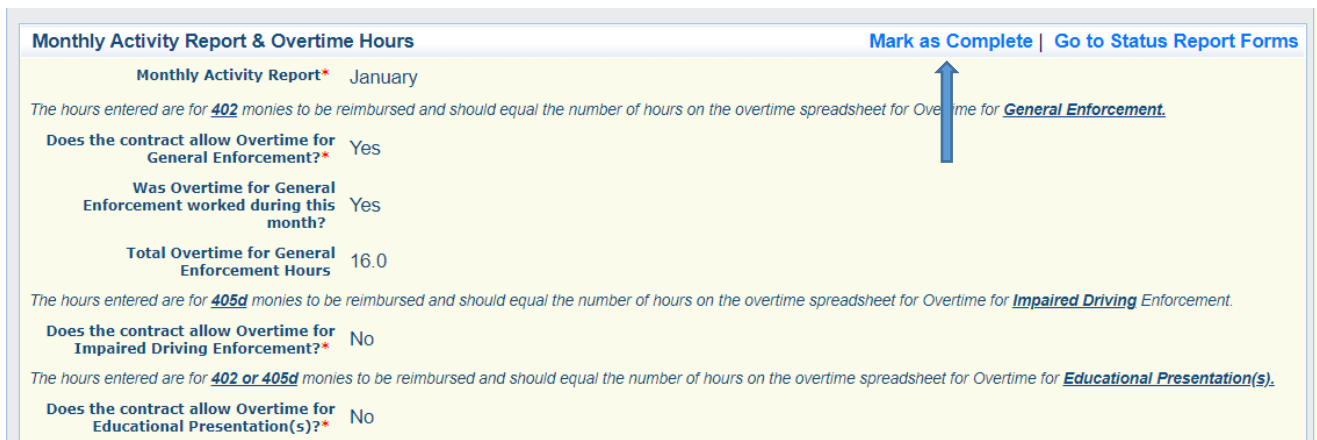
Status: Correcting

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Sheri Lyn Krohn

- Click on **Mark as Complete** when you are done



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Monthly Activity Report & Overtime Hours

Monthly Activity Report* January

The hours entered are for 402 monies to be reimbursed and should equal the number of hours on the overtime spreadsheet for Overtime for General Enforcement.

Does the contract allow Overtime for General Enforcement?* Yes

Was Overtime for General Enforcement worked during this month? Yes

Total Overtime for General Enforcement Hours 16.0

The hours entered are for 405d monies to be reimbursed and should equal the number of hours on the overtime spreadsheet for Overtime for Impaired Driving Enforcement.

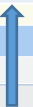
Does the contract allow Overtime for Impaired Driving Enforcement?* No

The hours entered are for 402 or 405d monies to be reimbursed and should equal the number of hours on the overtime spreadsheet for Overtime for Educational Presentation(s).

Does the contract allow Overtime for Educational Presentation(s)?* No

[Mark as Complete](#) | [Go to Status Report Forms](#)

- Click **Submit**


Components			Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
Monthly Activity Report	✓	10/09/2020	

- If there are no further edits to this form, click **OK**

1602261706536

www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing.
Have you completed all sections? Are you sure you are ready to submit
this Status Report?



Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation
You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking here